

Department of the Navy Government Travel Card Program

CAPT Dave England, USN, SC

David McDermott

Thomas Murray

Assistant Secretary of the Navy

(Financial Management & Comptroller)

Office of Financial Operations

Travel Card Program Overview

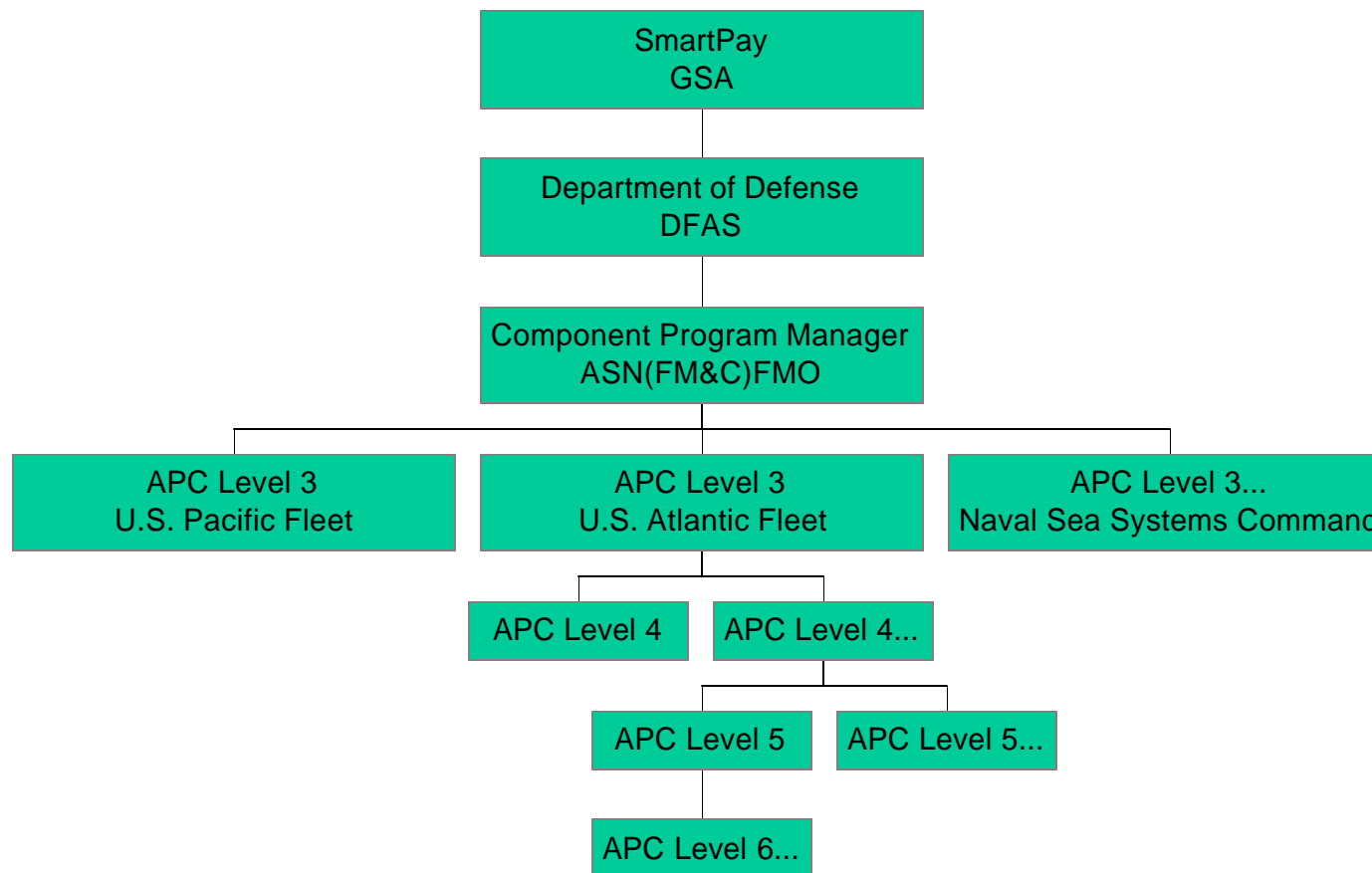
- A government wide program
 - General Services Administration (GSA) awards and administers a master contract for the government travel card program.
- DoD portion administered by Defense Finance and Accounting Service (DFAS)
 - DoDFMR Vol. 9, Ch. 3
 - All Military Departments participate in administration/decisions/negotiations

Component Program Manager

The CPM is responsible for:

- ASN(FM&C)FMO currently serves as the DON Component Program Manager
- Establishing and managing the DoD Travel Card Program within each Service
- Maintaining the Service's organization structure (hierarchy)

Travel Card Organization



Agency Program Coordinator Responsibilities

Level 3 APCs (Major Command, e.g. CINCLANTFLT) should:

- Monitor the travel card program, including delinquencies, within their commands
- Provide their subordinate commands' APCs information on the program
- Maintain APC structure within their command

Agency Program Coordinator Responsibilities

- Maintain a current list of all cardholders within their command
 - Track arriving and departing cardholders
 - Process mission-critical status requests as needed
- Notify cardholders and supervisors of account delinquencies
- Terminate cardholder's account if leaving Service

Travel and Transportation Reform Act

Public Law 105-264 - 19 October 1998

- Shall be used by all U.S. government personnel for official government travel expenses, unless otherwise exempted:
 - Infrequent travelers (DoD definition: 2 or less trips per year)
 - Meals & Incidental expenses; PCS expenses; vendors who do not accept the credit card; travelers who are denied the travel card or cards have been cancelled
- Requires that travel claim reimbursement be made within 30 days
 - Requires the payment of interest to travelers whose claims are not settled within 30 days

DON Delinquencies

(60+ days past due)

- As of March 2001, delinquencies had fallen to \$4.6 million, the lowest ever.
- Increased focus on delinquent accounts helped reduce delinquencies.
 - APCs need to clean up card holder data
 - Need to maintain focus
 - Communications

Mailing to Delinquent Accountholders

- In early February 2001, the Navy Comptroller sent letters to nearly 14,000 Navy and Marine Corps cardholders that were over 60 days past due.
 - Urged cardholder to make payment
 - Discussed reporting to credit bureaus
- We have seen very positive results, with the majority of the accounts having been paid through mid-March.

Potential Program Changes

- Deactivation of cards for infrequent travelers
- Changes in DFAS regulations regarding travel advances
- Use of salary offsets to collect debts
- Increase charge for delinquencies and bad checks

Web Resources

- Office of Financial Operations
www.fmo.navy.mil/financialservices/Travel.htm
- Defense Financial Management Regulations
www.dtic.mil/comptroller/fmr/09/09_03.pdf
- Defense Finance and Accounting Service
www.dfas.mil/money/travel
- Bank of America
<https://www.gcsuthd.bankofamerica.com>

DoN CPM Points of Contact

- Thomas Murray (202) 685-6734 (DSN 325)
murray.thomas@fmo.navy.mil
- Darrell Mak (202) 685-6735 (DSN 325)
mak.darrell@fmo.navy.mil
- MAJ Jeff Sokoly (703) 614 4981 (DSN 224)
sokolyja@hqmc.usmc.mil
- GySgt Fred Stoker (703) 614 4981
stokerfa@hqmc.usmc.mil